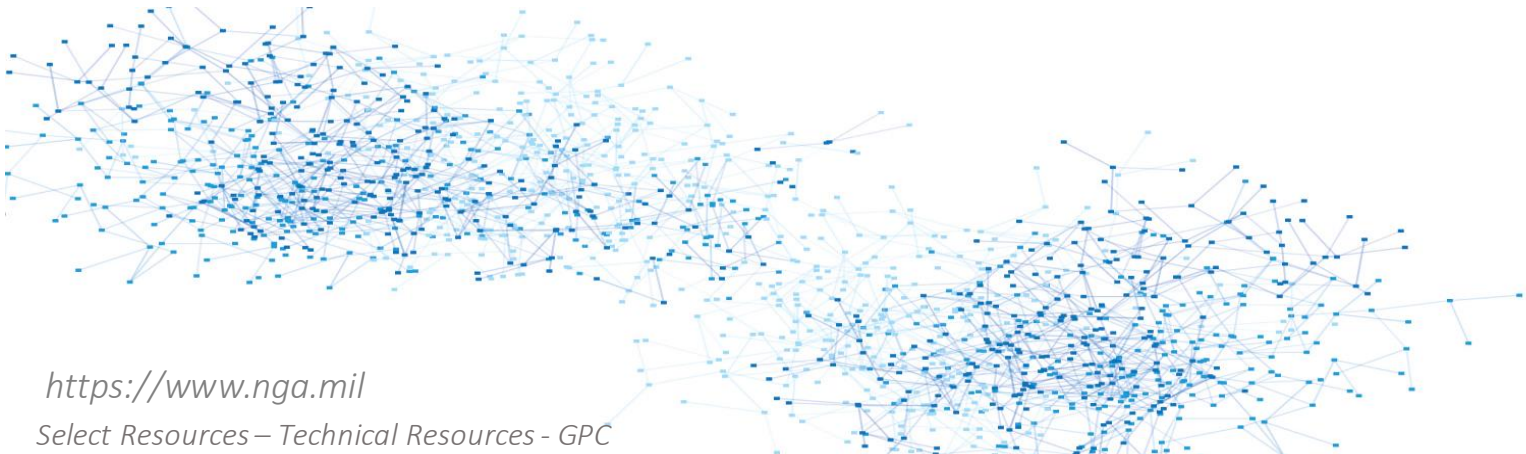
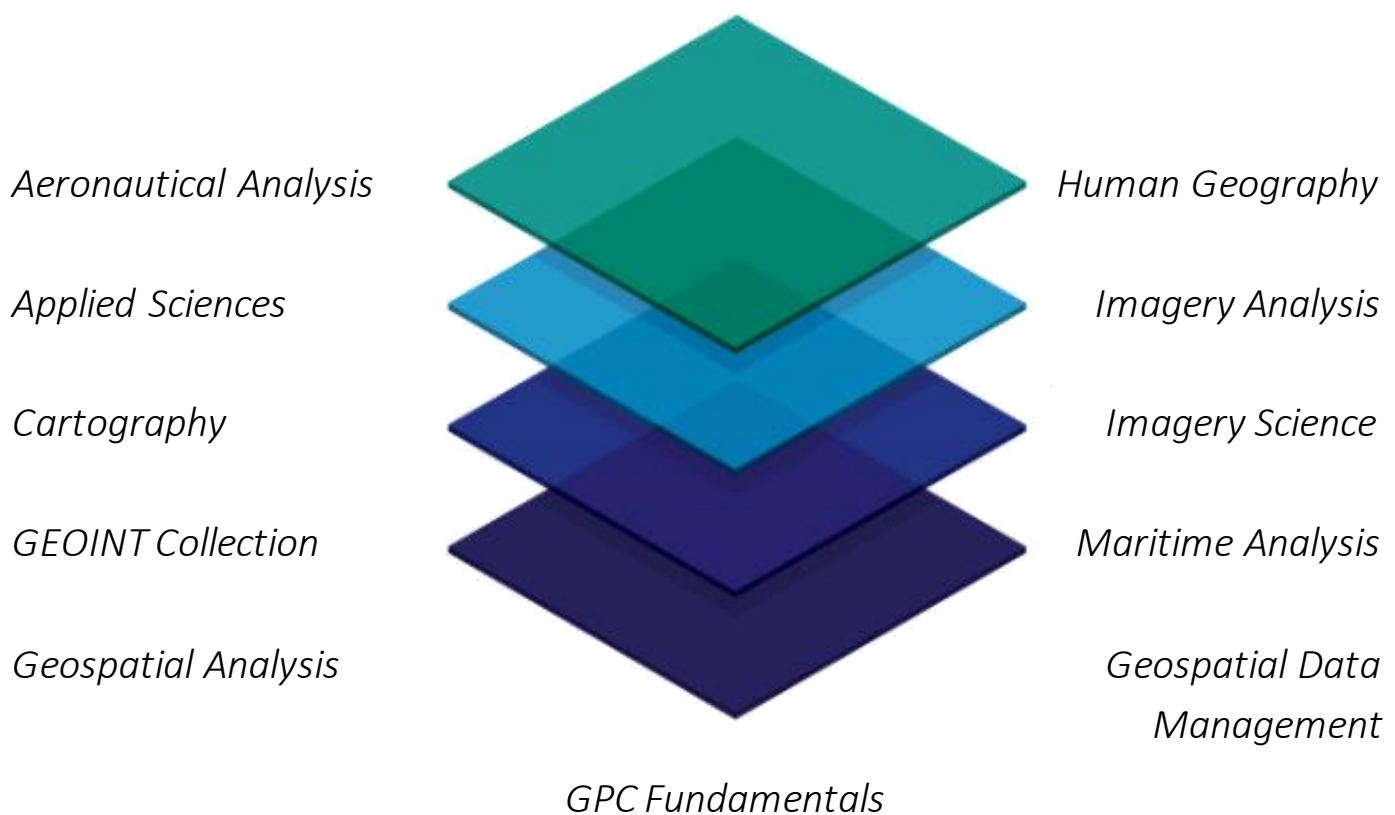


GEOINT Professional Certification

Program Handbook



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HOW TO USE THIS HANDBOOK

The GEOINT Professional Certification (GPC) Program Handbook provides geospatial intelligence professionals with information on the objectives, requirements, and benefits of the GEOINT certifications established for each National System for Geospatial Intelligence (NSG) defined tradecraft area. These certifications promote interoperability across the GEOINT community and enable GEOINT practitioners to demonstrate proficiency in the competencies that are common to their specific geospatial intelligence discipline. The National Geospatial-Intelligence Agency (NGA) manages the GPC program for the benefit of all GEOINT practitioners under the authority of the Defense GEOINT Manager. The Program Handbook also contains certification policies and procedures, describes the specific eligibility requirements for each GEOINT certification, and describes the steps to earn and maintain GPC credentials.

PURPOSE OF CERTIFICATION

The GPC program was developed in support of Under Secretary of Defense for Intelligence and Security (USD(I&S)) and Director of National Intelligence initiatives to further professionalize the NSG workforce. Each of the GEOINT Professional Certifications are based upon a community defined set of competencies associated with the knowledge and skills necessary to successfully execute the GEOINT mission. Earning a GPC credential demonstrates your proficiency in the content areas in the essential body of knowledge for that certification and indicates your ability to support the associated GEOINT work role. The GPC program conducts certification activities in accordance with DoD Manual 3305.10 and in compliance with the standards of the National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute of Credentialing Excellence (ICE).

VALUE OF GPC CERTIFICATION

The certification program facilitates the advancement of professional development and training standards, promotes better synchronization and alignment of individual capabilities within the NSG through portable credentials, and further professionalizes the workforce. Earning a GPC certification demonstrates that a geospatial intelligence practitioner has demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.

GPC Credentials:

- Measure an individual's understanding and ability to apply the facts, concepts, and principles deemed critical to working within the GEOINT enterprise
- Identify competent professionals in a discipline
- Increase employment opportunities across organizations
- Promote synchronization and alignment of individual capabilities with specific organizations across the National System for Geospatial Intelligence
- Assist employers in determining an individual's understanding of the knowledge and skills deemed critical to the successful execution of GEOINT mission functions

SCOPE

GEOINT certifications are available to all geospatial intelligence practitioners worldwide who have (1) gained at least one year of GEOINT-related experience while working in a Department of Defense (DoD) work role, (2) are actively performing GEOINT-related work within the National System for Geospatial Intelligence (NSG), and (3) hold an active U.S. Government security clearance (or active Commonwealth Partner equivalent) commensurate with the assessment classification.

GOVERNANCE

The GPC Program Governance Council, hereafter known as the Governance Council, is an NSG body that directly supports the GEOINT Functional Manager in the development, implementation, execution, maintenance, and sustainment of the GPC Program. The Governance Council represents the interests of all parties that have a stake in GPC program design, management, and maintenance.

The Governance Council serves as the decision-making body for certification policy coordination, certification program schema, and essential certification activities. The Council includes Component Representatives for the Army, Navy, Marine Corps, Air Force, Coast Guard, DIA, NGA, and Certified Population Representatives for each of the GEOINT Basic Doctrine Publication 1.0 defined Tradecrafts. The Governance Council also serves as the Appeals Board (see appeals section) and provides strategic direction to the GPC Program Management Office, hereafter referred to as the Program Management Office or PMO. The PMO provides administrative support to the Council, codifies GPC policies, processes, and procedures, supports the strategic and technical elements of each certification program, and manages external accreditation and operational requirements of the NSG GPC Program.

GPC CREDENTIALS

GPC credentials are categorized as either Proficiency Level-I (Fundamental) or Proficiency Level-II (GEOINT discipline/tradecraft area/work role specific) certifications. Both PL-I and PL-II exams enable candidates to demonstrate their mastery of the facts, concepts, and principles deemed critical to the successful execution of GEOINT mission functions.

The GPC Program enables eligible GEOINT practitioners to earn credentials in the NSG-defined tradecraft areas listed below. The purpose and competencies of each credential is delineated in Appendix H. Geospatial Intelligence (GEOINT) Basic Doctrine, Publication 1.0, April 2018 provides a crosswalk of the tradecraft areas with their associated military and government civilian designations.

Proficiency Level I

Fundamentals (GPC-F)

Proficiency Level II

Applied Sciences (AS-II)
Aeronautical Analysis (AA-II)
Cartography (CA-II)
GEOINT Collection (GC-II)
Geospatial Analysis (GA-II)
Geospatial Data Management (GDM-II)
Human Geography (HG-II)
Imagery Analysis (IA-II)
Imagery Science (IS-II)
Maritime Analysis (MA-II)

EARNING A GPC CREDENTIAL

GEOINT practitioners must complete the following steps to earn and maintain GPC credentials which demonstrate their mastery of the facts, concepts, and principles deemed critical to the successful execution of GEOINT mission functions. The lifecycle of a GPC credential is illustrated in Table 1 below.

Step 1: Meet the *general* and *exam*-specific eligibility requirements (listed in the Eligibility Requirements section below) for the credential you would like to earn. The Proficiency Level-I, GPC Fundamentals (GPC-F) credential **must** be earned prior to participating in any Proficiency Level-II exam. Candidates **must not** participate in an exam for a credential they currently hold or participate in a PL-II exam prior to earning the GPC-F credential.

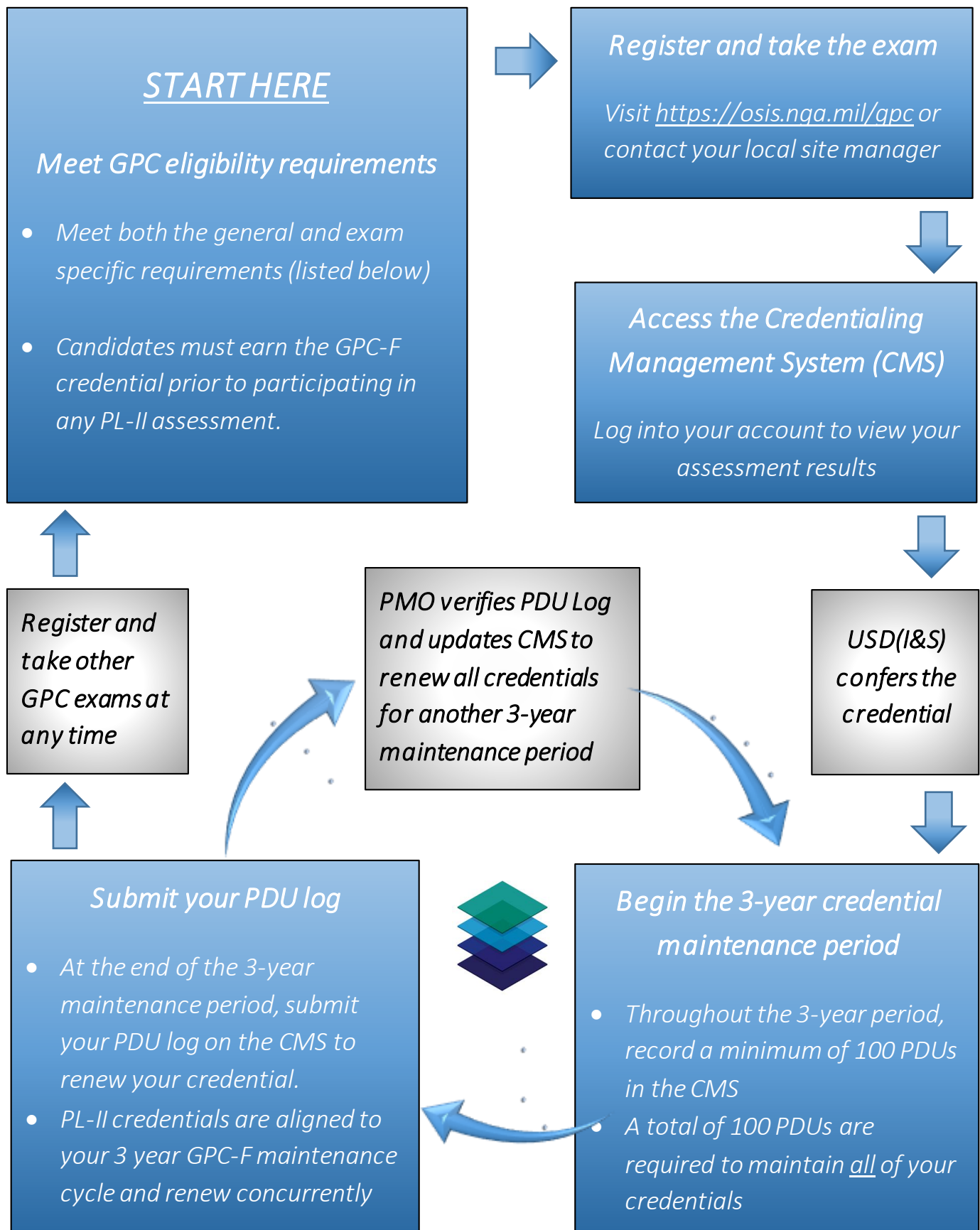
Step 2: Register for an assessment. Before signing up for a GPC assessment, please ensure you meet the eligibility requirements (listed on page 5) for the assessment you wish to take. The process for registering for an assessment depends on your location. Employees at NSA locations are required to schedule exams through the GPC site <https://osis.nga.mil/gpc> (USG Common Access Card/Certificate required). Candidates selected for testing will be provided detailed reporting instructions prior to their assessment session via email. Practitioners at other locations may register for a GPC assessment through their local site manager or by contacting the GPC PMO at gpcprogramoffice@nga.mil. Assessment locations are listed in Appendix J.

Step 3: Pass the exam. Within 30 days of the date the GPC PMO receives your answer sheet, the GPC PMO will contact you at the unclassified email address you provided during your assessment session with instructions to log into the Credentialing Management System to view your exam results.

Step 4: Receive your credential. After receiving authority from USD(I&S) to confer credentials to individuals that have passed a GPC assessment and met all other eligibility requirements, the GPC PMO will upload your digital certificate to CMS and forward your GPC lapel pin to your Component or Tradecraft Office Representative. You should expect to be awarded your credential within 3-4 months of passing the exam.

A list of certified individuals and information on how to maintain GPC credentials is accessible via the GPC website at https://www.nga.mil/resources/GEOINT_Professional_Certification.html or on NGANet/JWICS at <http://gpc.nga.ic.gov/get-certified#preparation>. Certificants without access to GPC websites may contact the GPC PMO at gpcprogramoffice@nga.mil or visit the Certification Management System (CMS) website at www.geointcertification.net for verification of their credential status. GPC-F credentials are valid for the three-year period following conferral and can be maintained indefinitely by documenting creditable Professional Development Units (PDUs) in the CMS prior to the end of your maintenance period. All other credentials an individual may earn are automatically aligned to their GPC-F credential maintenance period and will be renewed upon the successful renewal of their GPC-F credential. Only 100 PDUs are required every three years to renew all GPC credentials a certificant may hold. A list of creditable maintenance activities is available in the CMS and in the PDU Matrix (Table 2).

CREDENTIAL LIFE CYCLE



ELIGIBILITY REQUIREMENTS

GEOINT certifications are available to all geospatial intelligence practitioners worldwide. The eligibility requirements to participate each assessment are listed in the tables below.

Prior to registering for a GPC assessment, applicants must meet the both the general and the assessment specific requirements for the particular credential they are pursuing. Candidates are required to attest to meeting those requirements prior to gaining access to the assessment materials. GPC credentials will only be awarded to candidates who meet all eligibility requirements and pass the associated GPC assessment. All Proficiency Level II (PL-II) certifications include the GPC-F (PL-I) credential as an eligibility requirement. Please see Appendix I for the rationale associated with the eligibility requirements of each GPC credential.

GPC eligibility requirements are established by Subject Matter Experts (SMEs) from across the National System for Geospatial Intelligence during the development of each certification and help to differentiate GEOINT professionals that are expected to have acquired the knowledge and skills necessary to leverage the full spectrum of the practitioner's capabilities from inexperienced candidates who have not yet demonstrated competence in their specific work role/tradecraft area.

Military services, components, agencies, and other employers may establish additional requirements in order to participate in GPC assessments and should communicate those requirements through organizational policy and directives. These requirements fall outside the scope of GPC eligibility requirements and will not be considered for the award of GPC credentials.

Program Reviews are completed by the GPC PMO and enterprise SMEs as required to maintain alignment of GPC eligibility requirements with GEOINT workforce needs and to ensure the currency and reliability of each certification assessment. **DoD Component Heads are required by DoDM 3305.10 to provide Subject Matter Experts in support of GPC Program Reviews.**

General requirements – Must be met for all GPC certifications	
All GPC Certifications	Be actively serving in a GEOINT-related work role within the National System for Geospatial Intelligence (NSG)
	Gained at least one year of GEOINT-related experience while working in a Department of Defense (DoD) work role
	Hold an active U.S. Government or Commonwealth Partner equivalent security clearance commensurate with the assessment classification
	Be in good standing as defined by their employing component or agency

Exam specific requirements – Must be met for the particular credential desired	
Fundamentals (GPC-F)	<ul style="list-style-type: none"> Have at least one year's experience working in a Department of Defense (DoD) GEOINT agency or with GEOINT activities in a DoD component
Aeronautical Analysis (AA-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential Have three or more total years of GEOINT aeronautical analytic experience Successfully meet tradecraft entrance requirements to satisfy full performance Aeronautical Analysis work role requirements through relevant academic diploma/degree/certificate and/or previous professional experience
Applied Sciences (AS-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential Have two or more total years of GEOINT Applied Sciences experience
Cartography (CA-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential Have three or more years of experience as a GEOINT analyst or hold a valid GPC PL-II credential
GEOINT Collection (GC-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certifications Fundamentals (GPC-F) credential Meet one of the following experience criteria: (1) have two or more years of GEOINT collection experience, or (2) have five or more years of GEOINT experience and successfully complete GEOINT Requirements Research (GCRM2200) and GEOINT Requirements Management (GCRM2202)
Geospatial Analysis (GA-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the NSG PQS Handbook for Geospatial Analysis
Geospatial Data Management (GDM-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential Have two or more total years of GEOINT GDM experience or five or more years of GEOINT experience
Human Geography (HG-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential Have two or more years of HG GEOINT experience OR possess four or more total years of GEOINT Analyst work role experience
Imagery Analysis (IA-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the NSG PQS Handbook for Imagery Analysis
Imagery Science (IS-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential Possess three or more total years of Imagery Science work role experience Successfully complete the specific work role Professional Qualification Standards (PQS) as indicated in the NSG PQS Handbook for Imagery Science
Maritime Analysis (MA-II)	<ul style="list-style-type: none"> Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential Have a total of two or more years GEOINT Maritime Analysis experience or have five or more years of GEOINT experience.

GPC FRAMEWORK

The credentialing programs that compose GEOINT Professional Certification are designed to support the field of GEOINT organizations and professionals in accordance with GEOINT Basic Doctrine (Publication 1.0) and Geospatial Intelligence in Joint Operations (Joint Publication 2-03) defining GEOINT procedures within the Department of Defense with linkage to the broad Global GEOINT Enterprise. The GPC Program framework is a tiered model with certifications at proficiency levels commonly used across the Enterprise. GPC-F is the Basic/Developmental proficiency level (PL-I) certification for all practitioners within the field. Full Performance proficiency level (PL-II) certifications are available for practitioners in GEOINT tradecraft/occupational specialty areas. A candidate must maintain an active GPC-F credential to be eligible to participate in a PL-II exam.

GPC assessments measure an applicant's breadth of geospatial intelligence discipline/tradecraft-specific knowledge. Familiarity with the core body of knowledge associated with the work role of a GEOINT professional is essential to leveraging the full spectrum of the practitioner's capabilities. Prior to participating in a GPC assessment, candidates should refer to appendix H to review the competencies (areas of expertise) and exam weights that are associated with the credential they intend to earn.

Joint Publication 2-03 defines **geospatial intelligence or GEOINT** as “the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict physical features and geographically referenced activities on the Earth. Geospatial intelligence consists of imagery, imagery intelligence, and geospatial information.” Considering the classified and proprietary nature of many of the sensors and systems used to derive this information, portions of GPC body of knowledge and the related resources are classified by the NSG Geospatial Intelligence Security Classification Guide and can only be published on secure networks that meet or exceed the classification level of the content. In order to assist candidates in their preparation for GEOINT certification exams and provide other information that will broaden the candidate's knowledge in the assessment topic areas of expertise, GPC references are available on the following networks:

Classification of references	Network / Domain	Resource Link	Credentials required for access
TOP SECRET and below	JWICS NGANet	http://gpc.nga.ic.gov/get-certified#preparation	USG Clearance and PKI
UNCLASSIFIED	World Wide Web	https://www.nga.mil/resources/GEOINT_Professional_Certification.html	World Wide Web connection

The GPC program is training-agnostic and does not design, build, deliver, or accredit any educational programs, training programs, or courses of study leading to certification. The GPC program does not require candidates to participate in any specific course or group of courses, does not require membership in any association, and does not require the purchase of any product or service.

SAMPLE QUESTIONS

GPC assessments include *Multiple Choice*, *True/False*, *Matching*, and *Fill-in-the-Blank* questions. The following questions are representative of those a candidate may see on a GPC assessment:

Sample One

(U) What GEOINT product type includes geospatial data-derived products such as maps, charts, imagery and digital raster or vector information?

- A. Standard
- B. Specialized
- C. Aeronautical
- D. 3D fly-through

Sample Two

(U) [FILL IN THE BLANK]: A 1:250,000 scale chart is typically used to compile a(n) _____ library.

- A. Harbor
- B. Approach
- C. Coastal
- D. General
- E. All of the above

Sample Three

(U) [TRUE or FALSE]: The accuracy of censuses from different countries may vary based upon data collection standards, scale of collection, level of governance, and timeframe.

- A. True
- B. False

Sample Four

(U) **[MATCHING DIRECTIONS]:** For the table below containing GEOINT terminology, use the Definition in Column II that BEST matches the Term in Column I. Mark all answers on your answer sheet. Only use each Definition ONCE.

(U) GEOINT Terminology

(U) Column I Term	(U) Column II Definition
1. ____ (U) National System for Geospatial Intelligence (NSG)	A. Qualified to select the appropriate collection discipline(s) and submit collection requirements on behalf of the imagery and geospatial analysts (IAs and GAs).
2. ____ (U) Departmental Requirements Officer (DRO)	B. A federation of executive branch agencies and organizations that work separately and together to conduct intelligence.
3. ____ (U) Intelligence Community (IC)	C. The functional manager for imagery at the national level and provides timely, relevant and accurate GEOINT.
4. ____ (U) NGA Source (NGA/S)	D. Executes the nation's end-to-end space-based, airborne, and commercial imagery requirements for geospatial intelligence in support of national decision makers, warfighters, civil agencies, and allies.
	E. The combination of technology, policies, capabilities, doctrine, activities, people, data, and communities necessary to produce geospatial intelligence in an integrated multi-intelligence, multi-domain environment.

Sample Five

(U) **[FILL IN THE BLANKS FROM THE SELECTIONS BELOW]:** Applied Scientists should present their Geographic Information System (GIS) solutions

- A. using calibration sensitive analysis
- B. as ranges or rankings
- C. with surrogate data analysis
- D. with statistical confidence intervals
- E. Answers B and D only

ASSESSMENT LOCATIONS

GPC assessments are offered free of charge to eligible candidates in test centers located near concentrations of GEOINT professionals both in the US and abroad. Please refer to appendix J or visit the GPC websites listed on page 6 for specific test center locations.

REGISTERING FOR AN ASSESSMENT

Applicants with access to the GPC PMO website on SBU may view the locations, dates, and times of all assessments offered during the next 90-days and may self-register for any assessment for which they are eligible and do not hold a current credential. Applicants without access to the website may register through their GPC Service Representative, Unit Training Manager, or organizational GPC Assessment Coordinator. Contact information for these representatives and additional scheduling information is published on the Registration page of the GPC website. Information on accommodations is also provided on the GPC website and is included in the *Reasonable Accommodations* section below.

REASONABLE ACCOMMODATIONS

Components and agencies delivering GPC assessments will consider providing reasonable accommodations throughout the assessment process that are compliant with applicable jurisdictional laws and regulations including the Americans with Disabilities Act (ADA), Rehabilitation Act, and DoD Policy. Prior to scheduling an assessment, eligible applicants seeking an accommodation should contact their local/designated Accommodation/ Equal Employment Opportunity (EEO) office for more information on their appropriate local request process, including the length of time it may take to process their request.

To facilitate timely fulfillment of accommodation requests, it is incumbent upon the candidate to submit a request for special accommodation within the time frame required by their local/designated EEO office. For NGA employees, the Office of Diversity Management and Equal Employment Opportunity (ODE) manages the reasonable accommodation program and states that the Agency has up to 15 working days from the date all documentation is received (absent extenuating circumstances) to grant or deny accommodation requests.

Agencies and components will make reasonable efforts to accommodate a candidate's request, including offering an alternative means of access to take the GPC Assessment. If an agency or component EEO office determines that it would impose an undue burden on the DoD component to provide the required testing environment, and the candidate's sponsoring component cannot provide the necessary accommodation, the candidate will be notified with a written explanation of the denial and a statement of the reasons for the denial. Denied accommodations can be grieved to the appropriate EEO Office.

GPC assessments are offered free of charge to all eligible candidates.

Individuals are not permitted to sit for an exam for which they hold a current credential.

Register for your assessment as early as possible so that your preferred time and location will be available.

On the day of your assessment, be sure to bring your government issued photo identification to the testing center.

ASSESSMENT DEVELOPMENT

Tradecraft and certification Subject Matter Experts (SMEs) develop GPC assessments. The development team refers to the current Job Task Analysis (JTA) and available legacy documentation to identify the competencies, knowledges, skills, and abilities (KSAs) critical to the GEOINT tradecraft or specialty area. A draft Essential Body of Knowledge (EBK) is generated and certification objectives are developed based on the relevant KSAs. SMEs then validate the EBK and draft an assessment blueprint which includes the weights given to the various competencies listed on the EBK and thereby determine how many assessment items/questions to include on the assessment to address each competency. GPC assessments are then generated by qualified Subject Matter Experts by using the approved EBK. Each test item on the assessment undergoes a technical review by at least three SMEs, in addition to the item writer, to ensure correctness, appropriateness of content and distractors, phrasing, clarity, and relevance.

PREPARING FOR AN ASSESSMENT

The GPC PMO is an independent organization that operates as a third party and is firewalled from participating in the design, development, or implementation of education, training, and similar content-focused programs. Candidates are advised that the GPC PMO does not offer courses or materials to prepare exam candidates, and does not accredit educational/training programs or courses of study leading to eligibility or certification. Candidates are encouraged to refer to the Essential Body of Knowledge for the assessment associated with the credential they would like to earn (see Appendix H).

TAKING THE ASSESSMENT

On the scheduled test date, registered candidates should arrive at the test site at least 15 minutes prior to the planned assessment start time. Candidates must bring valid USG issued photo identification and sign the test site roster upon entry into the assessment area. Candidates that do not have appropriate identification will not be permitted to participate in the assessment. GPC testing may be delayed or canceled if there is inclement weather in the vicinity of your test site on the scheduled test date. Please confirm the status with the test site administrator prior to arrival at the affected testing location.

ASSESSMENT SPECIFICATIONS

All GPC exams are paper based and consist of *Multiple-Choice*, *True-False*, *Matching*, and *Fill-in-the-Blank* questions. The exams are presented in English and are not translated or adapted for different languages or cultures. There are no subjectively scored items on GPC assessments and candidates' scores are not affected by rater judgments. GPC Proctors provide all assessment materials (assessment booklets, answer sheets, pencils, comment sheets, and scratch paper) immediately prior to administering the exams. The number of questions and time limits for each assessment are listed below. Prior to participating in a GPC assessment, candidates should refer to Appendix H to review the competencies (areas of expertise) and exam weights that are associated with the credential they intend to earn.

GEOINT Professional Certification	Number of questions	Time limit	Classification
Fundamentals (GPC-F)	125	2 hours and 30 minutes	U//FOUO
Aeronautical Analysis (AA-II)	110	2 hours and 30 minutes	U//FOUO
Applied Sciences (AS-II)	105	2 hours and 15 minutes	UNCLASSIFIED
Cartography (CA-II)	120	2 hours and 30 minutes	U//FOUO
GEOINT Collection (GC-II)	100	2 hours	S//TK//NOFORN
Geospatial Analysis (GA-II)	100	2 hours	U//FOUO
Geospatial Data Management (GDM-II)	120	2 hours and 30 minutes	U//FOUO
Human Geography (HG-II)	120	2 hours and 30 minutes	U//FOUO
Imagery Analysis (IA-II)	90	2 hours	S//REL TO USA, FVEY
Imagery Science (IS-II)	120	3 hours	TS//TK//RSEN//REL TO USA, FVEY
Maritime Analysis (MA-II)	120	2 hours and 30 minutes	UNCLASSIFIED

SECURITY AND CONFIDENTIALITY

Candidates are provided all assessment materials required to support their participation in GPC assessments. Candidates are not permitted to bring electronic devices (phones, tablets, pagers, etc.) into the testing area. To ensure the integrity of the certification process, all questions/items and answers generated to support the development of any GPC assessment are for official use only and are not authorized for public release.

GPC assessments shall be proctored and conducted in appropriate facilities. Proctors are responsible for ensuring consistent testing environments for the GPC Program. GPC assessments shall be protected through industry- and government-accepted security protocols. The assessment shall not be accessed, copied, printed, or distributed without specific written approval from the GPC PMO.

Once determined by the PMO, candidate feedback (e.g. Pass/Did Not Pass information) is sent directly to the candidate at the email address provided by the individual on the day of the assessment.

In order to protect the privacy and confidential information of applicants, candidates, and certificants, Personally Identifiable Information (PII) and individual-level data including demographic information and assessment results will be maintained in the strictest confidence. Exceptions to this rule include situations where data are needed to comply with mandatory legal requirements and court orders. In such cases, PII and individual-level information will not be disclosed without first obtaining the candidate's consent. The written request must state the specific data that may be released and specifically identify any third parties authorized to receive the data. Data distributed with GPC studies and reports will be aggregated and all PII will be redacted.

TERMS AND CONDITIONS

The *GPC Terms and Conditions Agreement* details the candidate's responsibilities to protect the integrity of GPC assessments and the potential penalties for failing to comply with the listed provisions. Participation in the GPC program is subject to the terms and conditions listed on the *GPC Assessment Eligibility Form* which candidates are required to sign prior to taking a GPC exam. A copy of the *Terms and Conditions Agreement* is available at Appendix A for candidates to review prior to the exam. Candidates refusing to accept the GPC terms and conditions are prohibited from participation in GPC assessments.

NON-DISCLOSURE AGREEMENT

All personnel who assist in the development of GPC assessments, work in the GPC PMO, or serve as a certification board member, Subject Matter Expert, assessment administrator, or proctor must sign a *Non-Disclosure Agreement* (NDA) prior to obtaining access to test control materials. The NDA specifies the responsibilities of all such individuals to protect the integrity of GPC test materials and the potential penalties for failure to comply with these provisions. The PMO maintains record copies of signed NDAs. See Appendix B for a copy of the NDA.

UPDATING YOUR EMAIL ADDRESS

A current unclassified email address is required to receive renewal notifications and other important information regarding the maintenance of your credential(s). Please update your unclassified email address in the Certification Management System (CMS) portal whenever it changes.

POTENTIAL CONFLICT OF INTEREST

Governance Council Members, Proctors, Site Administrators, Subject Matter Experts (Judges, Test developers, Standard Setting Panel Members), Thought Leaders, Tradecraft Representatives, and others that are involved in certification decisions and/or assessment development, implementation, maintenance, and delivery, must sign a *GPC Conflict of Interest Agreement* and avoid actual, potential, or perceived conflicts of interest. The administration of a test by a candidate's immediate supervisor, for example, presents a conflict of interest and is prohibited. See Appendix C for more information on the management of conflicts of interest.

SCORING AND REPORTING RESULTS

The passing score for an assessment is approved by the Governance Council. The candidate must earn a score that is equal to or higher than the passing score to be eligible for conferral. A candidate receives one point for each question answered correctly and zero points for each question answered incorrectly. Candidates are not penalized for guessing. Assessment results are sent to the email address provided by the candidate on the day of the assessment. Published results indicate if a candidate passed or did not pass and do not include raw test scores.

RETESTING OF FAILING CANDIDATES

There is no limit on the number of times a failing candidate can sit for a GPC assessment.

Candidates that do not pass a GPC assessment must wait 90 days before retaking the exam.

DETERMINATION OF PASSING SCORES

The Modified Angoff method has a well-established history of determining credible passing standards for credentialing examinations and is used to set the provisional passing score for GPC assessments. The method involves two basic elements: conceptualization of a minimally competent examinee, and the probability, as assigned by SMEs, that a minimally competent examinee will answer an item correctly. Minimally competent examinees are those who possess the minimum qualification and education to perform tasks associated with a job. The SME's predictions about the minimally competent candidate's performance on each test item are averaged and the resulting passing standard (provisional cut score) is thereby established. The provisional cut score is then validated using empirical data collected during the pilot test phase to establish an operational cut score for post pilot testing.

RETESTING POLICY

There is no limit on the number of times a failing candidate can take a GPC assessment, however, a candidate who does not obtain a passing score for a particular GPC assessment may not take the same assessment for 90 calendar days. This waiting period is applied after each exposure to the assessment, regardless of whether the assessment was completed. The 90-day waiting period, use of multiple forms, and the periodic replacement of assessment questions significantly reduce exposure of exam items. Participation in other GPC assessments for credentials not held by the candidate is authorized during the waiting period. Candidates may seek a waiver to this waiting period for proctor-documented circumstances beyond their control that preclude the completion of their scheduled assessment. See Waiver section for more information.

CONFERRAL AUTHORITY

Candidates who meet all eligibility requirements and received a passing score for a particular GPC certification will be recommended to receive a GPC credential. Credentials are awarded by the GPC PMO after USD(I&S) conferral. In order to standardize verification methods, decrease bias, and reduce the risk of inaccuracies in candidate documentation, the GPC PMO may confirm candidate's compliance with each certification eligibility requirement by reviewing accessible USG databases of record and through verification by the candidate's employer or Service headquarters. The names of vetted candidates will be submitted to the Governance Council and GEOINT Functional Manager for review and approval and then forwarded to the USD(I&S) for conferral. The GPC program does not grant reciprocal certifications.

NON-DISCRIMINATION AND FAIRNESS

The GPC Program does not discriminate on the basis of race, color, national origin, sex (including pregnancy or childbirth), religion, age (40 or over), disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, genetic information, or retaliate for participating in protected activities. The GPC Program complies with all applicable jurisdictional laws and regulations related to protection against discrimination in access to GPC assessments. Additionally, GPC procedures ensure that applicants and candidates are treated in an equitable and consistent manner throughout the certification process. The eligibility requirements, assessment instrument content, assessment environment, scoring method, and maintenance and recertification processes provide for a fair, impartial, and bias-free certification program.

RECORDS MANAGEMENT

As directed by DoDM 3305.10, the GPC PMO complies with NCCA guidance on the collection and retention of registration, demographic, and assessment data for all applicants, candidates, current certificants, and previous certificants. Additionally, the GPC PMO complies with record management policies outlined in Department of Defense (DoD) Records Management Directive 5015.2, DoD Manual 5200.01 Volume 3, Title 36 Code of Federal Regulations Chapter XII, National Archives and Records Administration Sub B Records Management, and NGA Instruction 8040.1R10 Appendix 10 – Records and Information Life-Cycle Management series 1002-04. See Appendix F for information on the management, retention, and disclosure of GPC records.

The GPC PMO will respond to electronic correspondence from a third party that requests confirmation of the status of a current or former certificant. When considered to be in the best interests of the USG and the certificant, the PMO will specify the certification(s) currently held by the individual. If the individual does not hold any credentials, the PMO may release a statement to the third party confirming that the individual does not appear on the GPC PMO's list of certified individuals. Third Party requests should be sent to (JWICS) gpcprogramoffice@coe.ic.gov or gpcprogramoffice@nga.mil.

USING GPC CREDENTIALS

GPC certification designations and certification marks promote the expertise of credentialed GEOINT professionals, differentiate certificants from their peers, and are specifically aligned with each earned credential. Only persons who hold active GPC credentials are authorized to include GPC designations and marks in their email signature and on personal letterhead/stationary, websites, business cards, and resumes. The following GPC designations and marks authorized for use by certified practitioners:



The certificant's name must appear on any materials where the GPC designation or mark is used. The GPC designation or mark should not be more prominent than the certificant's name.

The use of GPC designations and marks should be consistent with the purpose and scope of the GPC Program and should never be presented in a misleading or fraudulent manner. The GPC PMO will recommend the revocation of all GPC credentials held by an individual for the unauthorized or inappropriate use of any GPC designation or mark.

Certification designations should be printed in all capital letters without periods following the certified professional's name. Separate the name and individual designations with commas.

Certification marks are not required but if used, should appear at the bottom of a signature block or in the lower-left or lower-right corner of a resume or curriculum vitae. Certification marks may be downloaded from the GPC websites on NGANet/JWICS at <http://gpc.geo.nga.ic.gov> or on the World Wide Web at: https://www.nga.mil/resources/GEOINT_Professional_Certification.html

Examples of proper use:

Sincerely,
Jane A. Smith, GPC-F

Best regards,
John Doe, MBA, PMP, GPC-F



Respectfully,
Arthur C. Lundahl, PhD, GPC-F, IA-II



MAINTAINING GPC CREDENTIALS

The purpose of certification renewal through maintenance and recertification is to enhance the continued competence of certificants. GPC maintenance requirements ensure that certificants who demonstrated competence at the time of their initial certification continue their professional development to maintain specified levels of knowledge, skills, and abilities sufficient to perform their occupational roles throughout their careers.

In order to maintain active credentials, GPC certified individuals must recertify within their three-year certification maintenance period by earning 100 or more Professional Development Units (PDUs) as described in *Table 2* below and remain in good standing as defined by their employing component or agency. A certificant's three-year certification maintenance period commences upon the award or renewal of their GPC Fundamentals (GPC-F) certification. The completion of 100 PDUs during the three-year certification maintenance period maintains all current certifications held by the GPC certified individual. The attainment of a Proficiency Level II certification (e.g., IA-II, GA-II, CA-II) has no bearing on the three-year maintenance period which is always aligned to the date that an individual's GPC-F credential was awarded. Based on the historic rate of change in the GEOINT community, a three-year recertification period allows certificants sufficient time to complete professional development activities that enable them to keep pace with changes in the GEOINT technologies, tools, and processes related to their work role. The GPC PMO may recommend that the USD(I&S) revoke the credential(s) of any GPC certificant who fails to complete PDU requirements or maintain good standing during their certification maintenance period. Loss of the credential(s) will result in the loss of all rights and responsibilities associated with holding a GEOINT professional certification.

PROFESSIONAL DEVELOPMENT UNITS

Certificants accrue Professional Development Units (PDUs) throughout their three-year maintenance period by successfully completing creditable activities within the four approved professional development categories: Academic Study, Training/Education Activities, Professional Activities, and Professional Experience. A list of creditable activities is located at *Table 2 --- GPC Professional Development Units* listed below. All PDUs earned by an individual apply to all certifications held by that individual for the duration of their current three-year maintenance period. Certificants should access the Certification Management System (CMS) described below to record the title, description, category, start/end date, and the number of PDUs earned for each developmental action. Certificants are not required to upload documents (i.e. course completion certificates, transcripts, supervisor attestations, etc.) into the CMS to provide evidence of their maintenance activities but must maintain copies of the documentation until they have received notification from the GPC PMO of their successful recertification.

AUDITS

In order to ensure the accuracy of the recertification process, the GPC PMO will periodically conduct audits of certificant records to verify compliance with GPC recertification requirements. Certificants must maintain evidence of their maintenance activities (paper copies, digital files, or uploads to the CMS) until notified of their successful recertification. Individual maintenance of records will help ensure that certificants receive appropriate certification maintenance credit upon transfer, separation, or retirement from their component or agency (Appendix G). Certificants are normally notified that they are recertified within 60 days of the end of their 3-year maintenance cycle.

TABLE 2 --- GPC PROFESSIONAL DEVELOPMENT UNITS

Creditable Activities	PDU
Academic Study (successful completion)	
Continuing Education	
GEOINT-related undergraduate course (semester based)	10 per credit hour
GEOINT-related graduate course (semester based)	15 per credit hour
Post Graduate Program	
Military Service Schools (full-time semester based)	10 per week
Military Service Schools (part-time semester based)	5 per week
Professional Development Program	1 per 8 contact hours
Noncredit Educational Activity	
Massive Open Online Course (MOOC), Open Learning Initiative, or course audit validated by a Certificate of Completion or Statement of Accomplishment	1 per credit hour
Training / Education Activity	
GEOINT-related Web Based Training (WBT) or organizational sponsored training (Blackboard, AGILE, CLEON, etc.)	1 per WBT or event not to exceed 12 per year
General National Geospatial-Intelligence College (NGC) or Agency/Component college/school course	1 per day or 0.5 per half day
GEOINT-related entry level course	2 per day
GEOINT-related intermediate/advanced course	3 per day
Professional Activity	
Mentorship (recognized by Component or Agency)	1 per hour not to exceed 20 per year
GEOINT-related presentation at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per hour of development and/or presentation not to exceed 25 per year
GEOINT-related attendance at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per day or 0.5 per half day

The completion of 100 PDUs during the three-year certification maintenance period maintains an active certification for all current credentials held by the GPC certified individual.

TABLE 2 --- GPC PROFESSIONAL DEVELOPMENT UNITS CONTINUED

Creditable Activities	PDU
Professional Activity (continued from previous page)	
GEOINT-related publication	50 for Authoring a Dissertation/Thesis 45 for Authoring a Scholarly Book 25 for Authoring a Book Chapter 25 for Authoring an Article 25 for Authoring a Book Review 10 for Editing a Newsletter 5 for Authoring a Newsletter Article
GEOINT-related software development (apps, widget, etc.)	25 per development not to exceed 50 per year
GEOINT-related course development	1 per 8 hours of development not to exceed 40 per year
Participation in PMO sponsored/directed certification activity	1 per hour not to exceed 10 per year
GEOINT production and other impactful work activities that enhance GEOINT databases, tools, and processes	1 per product or activity not to exceed 25 per year
GEOINT-related structured On-the-Job Training (OJT) or Job Qualification Requirement (JQR)	1 per hour awarded on completion of OJT/JQR
Attestant for GEOINT Professional Qualification Standards (PQS)	5 per PQS witnessed / completed not to exceed 25 per year
Professional Experience	
GEOINT-related deployment	2 per week
GEOINT-related professional certification (PL-II or higher)	30 per completion
Other intelligence community certification program	20 per completion
Joint Duty, 24/7, or external assignment outside the certificant's KC, Agency, or Component.	1 per week
Experiential travel (mission-related)	5 per week not to exceed 10 per year
GEOINT-related working group directed by a higher command or agency; advisory boards; career services	1 per each hour not to exceed 20 per year
GEOINT-related adjunct instructor (accredited institution)	2 per hour of instruction not to exceed 25 per year
Successful performance in a GEOINT-related position	1 per month
GEOINT-related Joint/Cross Training	5 per day not to exceed 10 per year

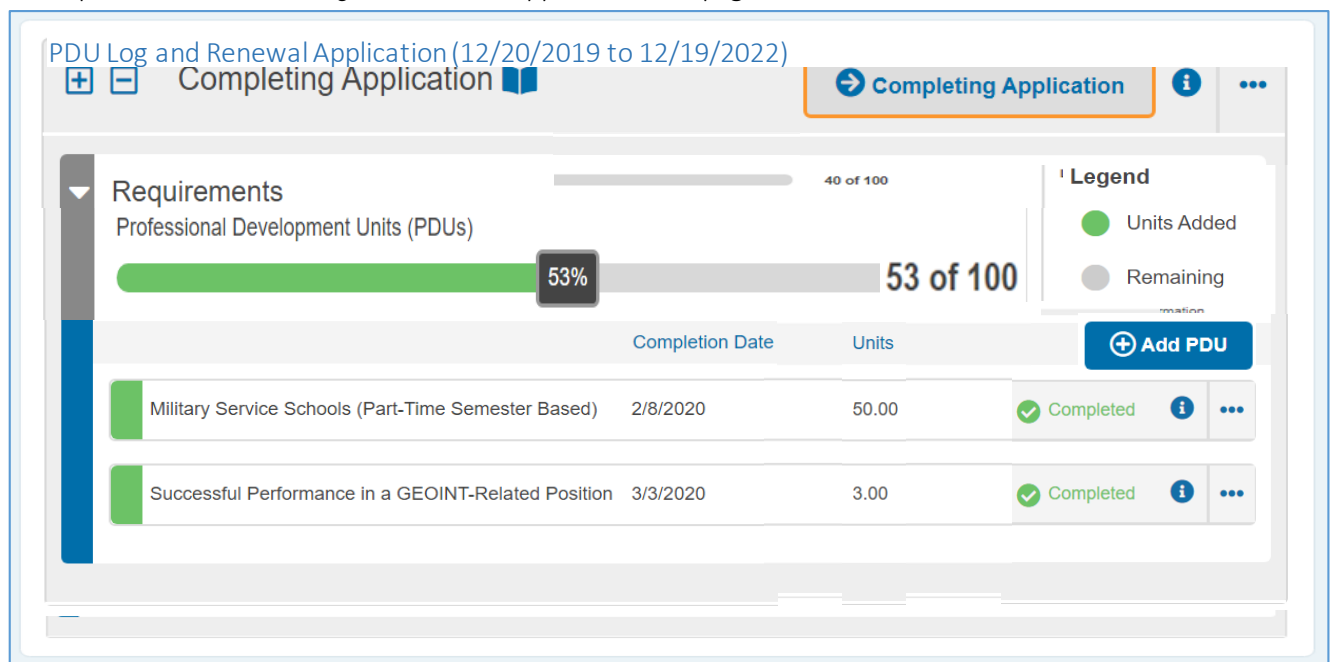
The GPC PMO verifies that Professional Development Unit logs uploaded to the CMS include 100 or more creditable PDUs and do not exceed prescribed limits for specific activities. Individual audits are completed on a percentage of PDU logs to ensure sufficient evidence exists for the claimed maintenance activities.

CERTIFICATION MANAGEMENT SYSTEM

The GPC Certification Management System is available to all Candidates that have completed a GPC assessment and enables certificants to view their assessment results, track their credentials, and document their creditable maintenance activities. The CMS also enables candidates to contact the GPC PMO via the “Contact Us” link located at the bottom of the CMS “My Account” page.

Within 30 days of completing an exam, the candidate will receive an email prompting them to visit www.geointcertification.net to establish a password and view their exam results. Certificants are also able to view their active credentials, determine their certification maintenance period, and record their creditable maintenance activities.

Example of the CMS *PDU Log and Renewal Application* webpage



In this example, the certificant has logged into www.geointcertification.net and recorded two creditable Professional Development activities: (1) a military service school, and (2) three months of successful performance in a GEOINT-related position. They have now earned 53 of the 100 PDUs required by the end of their 3-year maintenance period to renew their GPC-F credential and any PL-II credentials they may hold. Additional Professional Development activities can be documented by clicking on the **Add PDU** button.

To maintain your credential(s) beyond your three-year maintenance period, be sure to retain copies of documentation of your Professional Development Activities. Although this documentation can be uploaded to the CMS, candidates are not required to upload this information to the CMS PDU Log and Renewal Application webpage.

WAIVERS

Under certain circumstances, a candidate may seek and qualify for a waiver for a GPC certification. Waivers will be considered for:

- Matters of eligibility (i.e., GEOINT professionals outside of the specified work roles)
 - The requirements to hold a lower-level certification (e.g., GPC Fundamentals) in order to earn a higher-level certification (e.g., Imagery Analysis PL-II or Aeronautical Analysis PL-II) cannot be waived.
- The Certification Maintenance and Renewal process (i.e., earning sufficient PDUs)
- Other program elements where additional information may be relevant such as:
 - Extenuating circumstances affecting timelines
 - Past experience not covered in this handbook
 - Change of assignment that alters eligibility

Waiver requests should be submitted per the process stated in Appendix D.

APPEALS

See Appendix E for information on the GPC appeals process and a listing of issues for which a candidate may file an appeal.

EXPIRATION AND REVOCATION

GPC credentials will expire and become inactive if the certificant fails to earn and document the specified Professional Development Units (PDUs) in the CMS within the maintenance period (refer to the Maintenance section) or may be revoked for unethical/unprofessional behavior (refer to Disciplinary Process and Procedures) and/or the loss of an employee's Good Standing status (as defined by the certificant's Agency or Component).

Contracted organizations are expected to notify the GPC PMO and the applicable Contracting Officer's Representative (COR) if the organization becomes aware that a certificant has lost their good standing status or exhibited behavior considered unethical or unprofessional (See Disciplinary Process and Procedures).

Other conditions may necessitate the revocation of credentials or require certificants to recertify in one or more topic area(s) of an assessment.

Revocation of an individual's GPC-F credential results in the loss of all GPC credentials held by that GEOINT analyst. Individuals whose GPC credentials have been revoked may sit for the GPC-F exam only after all GPC-F eligibility requirements are met. Following recertification in GPC-F, the analyst may pursue additional GPC credentials in any sequence.

A certificant is considered to be in Good Standing when they are 1) compliant with the "Good Standing" criteria defined by their DoD/NSG Agency or Component and are 2) not subject to any form of sanction, suspension, or disciplinary censure.

DISCIPLINARY PROCEDURES

GPC candidates and credentialed individuals are informed that unethical or unprofessional behavior that compromises the integrity of the certification program or actions that discredit the GPC credential, GPC certification holders, or the GEOINT profession will be reviewed by the appropriate authorities.

The review may preclude the individual's participation in an examination, invalidate the result of an examination, or impose a probationary period to temporarily deny the candidate or credential holder of participation in the GPC program.

Additionally, relevant portions of the review may be forwarded to the individual's chain of command and/or employer who may elect to investigate the potential violation in accordance with established organizational, agency, or component conduct policies and subsequently impose severe penalties, up to and including termination of employment. All parties shall ensure appropriate treatment of sensitive information and a fair, impartial, and bias-free decision making process.

Individuals with knowledge or suspicion of security breaches, cheating, theft or other threats to the security of examination materials are responsible for reporting such incidents as soon as possible to the GPC PMO. Individuals reporting such incidents will be notified in writing at the onset of a review and may be contacted during an investigation for further information.

If the review indicates that a violation has occurred that warrants revocation of a certificant's credential, the PMO will forward a revocation recommendation for review by the Governance Council. Based on the review of that recommendation, the Governance Council and the GEOINT Functional Manager may refer a revocation recommendation to the USD(I&S) for administrative action.

The *Terms and Conditions* statement that each candidate is required to sign prior to participating in a GPC assessment states that "you accept the responsibility to protect the integrity of GPC assessments by not disclosing, disseminating, copying, publishing, posting, or transmitting any part of an assessment in any form without the expressed permission of the GEOINT Professional Certification Program Chief."

Signed Terms and Conditions statements are incorporated into each candidate's file and maintained as GPC permanent records.

APPENDIX A - GPC TERMS AND CONDITIONS AGREEMENT

Your participation in the GEOINT Professional Certification Program is subject to the following terms.

The GEOINT Professional Certification Assessment (including, without limitation, question, answers, datasets, files, designs, or content in or related to the certification assessment) is the property of the U.S. Department of Defense and access is reserved to authorized users only.

GPC assessments shall be used by U.S. Government and Commonwealth Partner personnel in accordance with the procedures described in the GPC Program Handbook. GPC assessments are not publicly releasable.

By participating in a GPC assessment, you acknowledge that you meet the general and exam specific eligibility requirements including the requirement to hold an active U.S. Government security clearance (or active Commonwealth Partner equivalent) commensurate with the assessment classification. Additionally, you accept the responsibility to protect the integrity of GPC assessments by not disclosing, disseminating, copying, publishing, or transmitting any part of any assessment in any form without the expressed permission of the GEOINT Professional Certification Program Management Office.

Further, by participating in a GPC assessment, you acknowledge that you will be advised if you passed or did not pass but you will not be provided information related to scores or individual test questions.

You may be subject to disciplinary actions under agency or component standards of conduct, disqualified from participating in the assessment or the certification program as a whole, and your certification may be revoked if you:

1. Participate in the assessment under false identity
2. Circumvent or violate the program's procedures or security mechanisms

Accept ☐ Check this box and provide your name, signature, and date in the space below to indicate your acceptance of the GEOINT Professional Certification Terms and Conditions.

Signature

Printed Name

Date

APPENDIX B - GPC NON-DISCLOSURE AGREEMENT

I, _____, an employee of _____, in my capacity as a

☐ Proctor ☐ Site Administrator ☐ Test developer ☐ Angoff Panel Member

☐ Other (fill in role) _____

for the _____ (name of certification test(s) supported) understand in the course of my work for or involving the National Geospatial-Intelligence Agency (NGA) that GEOINT Professional Certification (GPC) testing materials may be disclosed to me or I may otherwise have access to them in the workplace. I further understand that testing materials regarding GEOINT Certification must be protected from unauthorized disclosure to ensure the integrity of the certification process. Accordingly, I agree to abide by all terms and obligations contained in this Agreement until released by proper authority.

I agree that I will not disclose any GPC test materials or their contents, including but not limited to draft, partial or complete assessment tools and other test materials related to the development of test questions to anyone without the expressed permission of the GPC Program Management Office.

I agree to use the test materials solely for the purpose of performing my role in support of GPC test development, administration, or program management and to immediately return to the Program Management Office all certification testing materials in my possession when my participation in the certification program ceases.

I agree that I will not disclose the personal or privileged information of any candidate or certificant to include assessment results, scores, competency level feedback, item responses, participation, or demographic data.

Additionally, I agree not to take any of the GPC tests identified above for personal certification purposes for a period of one year from my last participation in related development of that test. I also agree that if assigned as a Site Administrator or Proctor, I cannot take any of the GPC tests specified above or any exam for which I have had access to and control of, for a period of one year following my service as either a Site Administrator or Proctor.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

I hereby acknowledge that I have received instruction concerning the nature and protection of such testing materials, including the procedures to be followed in safeguarding and disclosing such information only to authorized persons.

Signature individual

Printed Name

Date

Signature witness

Printed Name

Date

APPENDIX C - GPC CONFLICT OF INTEREST AGREEMENT

I, _____, an employee of _____, in my capacity as a

- ☐ Proctor ☐ Site Administrator ☐ Test developer ☐ Judge ☐ Angoff Panel Member
☐ Governance Council Member ☐ Tradecraft rep ☐ Other (fill in role) _____

understand that in the course of my work in support of the GEOINT Professional Certification (GPC) program, situations may arise where my participation may raise concerns about an actual, potential, or perceived conflict between my interests (private or professional) and the interests of the GPC program. I further understand that a conflict of interest may make it difficult to fulfill my professional responsibilities impartially and that the perception of a conflict of interest may be as serious as an actual conflict of interest.

Examples of a conflict of interest include:

- Administering a test to someone within my direct chain-of-command
- The administration of a test by a candidate's immediate supervisor
- Personal, financial, or organizational ties that may bias my opinion as a panel member or judge
- Personal obligations, loyalties, or favoritism that may influence essential certification decisions regarding assessment development, implementation, maintenance, delivery, and/or assessment updates which negatively influence decisions regarding GPC programs
- An individually-held value, obligation, or priority that is fundamentally incompatible with the purposes, policies, or operations of the GPC program

Should I become aware of any perceived or actual conflict of interest by any individual(s), group(s), organization(s), or myself, I agree to immediately disclose the details of the circumstance to the GPC Program Management Office (PMO).

I agree that if I am involved in an actual, potential, or perceived conflict of interest, I will review the details of the circumstance with the GPC PMO and, if necessary, agree to recuse myself from any portion of those activities that are directly related to that conflict.

I understand that I may continue my involvement with the GPC Program as long as my actions do not prejudice the activity through biased commentary, votes, etc.

Accordingly, I agree to abide by all terms and obligations contained in this Agreement until no longer serving in the capacity indicated above.

Signature

Printed Name

Date

APPENDIX D - GPC WAIVERS

A candidate or certificant may seek a waiver to specific GEOINT Professional Certification (GPC) procedures.

Waivers will be considered for:

1. Matters of eligibility
 - GEOINT professionals outside of the specified work roles
 - Training equivalency
2. Certification Maintenance and Renewal process
 - GPC PMO audit – request 90-day extension to work PDU shortfalls identified during audit
3. Other program elements where additional information may be relevant such as:
 - Extenuating circumstances affecting timelines (i.e., deployment, maternity/paternity leave, medical issues)
 - Proctor documented testing issues – request waiver to 90-day wait between assessments
 - Change of assignment that alters eligibility

Waiver requests must be submitted in writing to the GPC Program Management Office (PMO) at gpcwaiver@nga.mil and must include the following information:

1. A description of the matter being waived;
2. Documentation or argument as to why a waiver should be granted;
3. The candidate's or certificant's name and contact information.

Responsibilities

Within NGA: The GPC PMO will routinely check the GPC Program Office Waiver mailbox and facilitate a thorough and timely review of all GPC waiver requests based upon justification and adequate documentation.

- All waiver requests will be reviewed and researched by a minimum of two personnel; a PMO member and either a tradecraft, professional advisory board or career service member.

Non-NGA: The procedures for GPC waivers by NSG organizations outside of NGA will be specified by their agency or component.

- All waiver requests will be reviewed by assigned agency or component office and forwarded to the PMO at gpcwaiver@nga.mil with the recommended decision.

Contract personnel on a government contract should submit waivers in accordance with their respective NGA and non-NGA processes as defined by each agency or component.

The recommended decision is forwarded to the GPC PMO Chief for approval. This decision is final, and a written decision will be provided to the submitter and respective program management office within 30 calendar days of the receipt of the waiver.

Waiver decisions will be documented and maintained in the GPC Waiver Log.

APPENDIXE - GPC APPEALS

PROGRAM MANAGEMENT OFFICE APPEALS BOARD

A first-level GEOINT Professional Certification (GPC) appeal must be submitted in writing to the candidates' agency or component Program Management Office Appeals Board (POAB) within 14 calendar days of receiving notice of an appealable decision and must include all the following:

- A description of the decision being appealed;
- Any evidence or argument as to why the decision should be overturned;
- The appellants name and contact information.

A first level appeal may only be filed to request:

- To question assessment instrument results (i.e., rescore a test);
- To question eligibility determination (i.e., review due to extenuating circumstances);
- To question certification status (i.e., disciplinary and recertification decisions).

An appeal regarding any matters not described above is not within the purview of the GPC Assessment, including the following:

- Agency or components employment policy;
- Agency or component eligibility criteria for identifying billets or individuals for GPC conferral;
- Agency or component affiliation;
- Pilot assessments

A permanent Program Management Office Appeals Board (POAB) shall be maintained by the GPC PMO Chief under the oversight of the GPC Governance Council to ensure diversity of perspectives with collective interest in the integrity of GPC credentials. The POAB shall be comprised of a minimum of three voting members and one non-voting member from the GPC Program Management Office (PMO). All members must be United States military or civilian government employees. Voting members are: 1) A current GPC Governance Council Public Member, 2) A current appointee to the GPC Component Working Group, and 3) an appropriate representative of a GEOCOM-recognized community trade craft or professional development body. **For all matters, the POAB shall decide by a majority vote of the three voting members.** The GPC PMO is responsible for providing the POAB with the research and documentation necessary to conduct its review and make its determination.

Note 1: First level appeal requests for test rescoring will be conducted and adjudicated by the GPC Program Management Office. All other types of first level appeals require the convocation of the POAB.

The POAB will meet as necessary to:

1. Conduct thorough and timely reviews of all first-level GPC appeal requests based upon documented acceptable appeal criteria.
 - All appeal requests will be reviewed
 - Requests that did not follow the stated policy/procedure will be returned to the appellant without POAB deliberation with the response “Appeal requests are related to matters of extenuating circumstances, renewal opportunities, or rescoring. Your request does not fall into one of these categories, thus your request for an appeal is not accepted.” Note: This response will also identify the specific item(s) needing clarification.
2. Provide appellants written decisions within 30 calendar days of the receipt of the appeal. Note: The POAB decision is final 15 days after delivering its written decision unless a second level appeal is filed within the allotted timeframe.
3. Document and maintain the decision in the GPC System of Record and any supporting documentation in anticipation of second-level appeals to the Governance Council Appeals Board.

GOVERNANCE COUNCIL APPEALS BOARD

The Governance Council Appeals Board only considers second-level appeal requests, i.e., appeals filed by appellants who are dissatisfied with POAB appeal decisions. Governance Council Appeals Board requests must be submitted in writing via email to gpcappeals@nga.ic.gov or gpcappeals@nga.mil with the subject line “Second Appeal Request” within 14 calendar days after the first appeal (POAB) decision and must include a written statement that identifies how and why the appellant believes the POAB decision was erroneous.

The Governance Council Appeals Board is typically comprised of all the voting members of the council but may be comprised of a subset of the council in order to facilitate more timely decisions. The Appeals Board must include a minimum of three (military or civilian) members, designated by their respective agencies or components and approved by the Governance Council Chair. The board will include at least one member from NGA, and at least one member from the military.

The Governance Council Appeals Board will meet as necessary to conduct thorough and timely reviews of all second-level GPC appeals based upon the documented acceptable appeal criteria:

- All appeal requests will be reviewed.
- Determine whether the POAB decision was appropriate.
- Provide appellants written decisions within 45 calendar days of the receipt of the appeal.
- Document and maintain the final decision² in the GPC system of record.

Note 2: Governance Council Appeals Board decisions are final and there are no further appeals to a Governance Council Appeals Board decision.

APPENDIX F - RECORDS MANAGEMENT, RETENTION, AND DISCLOSURE

As directed by DoDM 3305.10, the GPC PMO complies with NCCA guidance on the collection and retention of registration, demographic, and assessment data for all applicants, candidates, current certificants, and previous certificants. Additionally, the GPC PMO complies with record management policies outlined in Department of Defense (DoD) Records Management Directive 5015.2, DoD Manual 5200.01 Volume 3, Title 36 Code of Federal Regulations Chapter XII, National Archives and Records Administration Sub B Records Management, and NGA Instruction 8040.1R10 Appendix 10 – Records and Information Life-Cycle Management series 1002-04.

Aggregated information may be shared for the benefit of the community.

The recordkeeping copies of certificant information, personal information, and assessment results are retained in electronic form and cut off annually. The records are retired to a records storage facility when no longer needed for current operations, and then destroyed 40 years after cut off. Results of GPC PMO audits of candidate records to confirm compliance to certification eligibility requirements and records of examination data and reports that provide evidence of validity and reliability of the examination are also retained in electronic form and destroyed 40 years after cut off. All records are disposed of according to destruction methods appropriate for their assigned classification and declassification.

Certificants may access their certification status on the Certification Management System at www.GEOINTcertification.net, via the “List of Certified GEOINT Professionals” link located on the GPC home page located on NGANet/JWICS at <http://gpc.nga.ic.gov/get-certified#preparation> or on the World Wide Web at https://www.nga.mil/resources/GEOINT_Professional_Certification.html. The record includes the certificant’s name, the type of certification, award date, and certificate number.

The PMO will respond to electronic correspondence from a third party that requests confirmation of the status of a current or former certificant. When considered to be in the best interests of the USG and the certificant, the PMO will specify the certification(s) currently held by the individual. If the individual does not hold any credentials, the PMO may release a statement to the third party confirming that, as of a given date, the individual does not appear on the GPC PMO’s list of certified individuals. Third Party requests should be sent to the GPC mailbox at gpcprogramoffice@coe.ic.gov (JWICS) or gpcprogramoffice@nga.mil.

APPENDIX G - GPC MAINTENANCE AUDIT PROCEDURES

In order to ensure the accuracy of the recertification process, the GEOINT Professional Certification (GPC) Program Management Office (PMO) will conduct periodic audits of certificant records to verify certificant compliance with GPC recertification requirements. As described in the *Professional Development Units* section above, after receiving their GPC-F credential certificants should begin to document their creditable maintenance activities in the Certification Management System (CMS) available on the World Wide Web at www.geointcertification.net. The CMS enables certificants to record the title, description, category, start/end date, and the number of PDUs earned for each maintenance activity. Although not required, certificants are strongly encouraged to upload documents to the CMS that provide evidence of their maintenance activities (i.e. course completion certificates, transcripts, supervisor attestations, etc.). Certificants who do not upload supporting documentation of their PDU activities to the CMS (1) **must** maintain copies of these documents until receiving notification from the GPC PMO of their successful recertification and (2) if audited, **must** provide the documents to the GPC PMO to demonstrate compliance with their GPC maintenance requirements. Certificants are normally notified that they are recertified within 60 days of the end of their 3-year maintenance cycle.

A percentage of the certification maintenance records received by the GPC PMO will be audited to verify certificant compliance with GPC recertification requirements. The percentage of maintenance records that will be audited will be adjusted by the PMO as necessary to reduce the sampling risk to an acceptably low level. A sufficient number of records will be examined to obtain appropriate audit evidence and to be able to draw reasonable conclusions. In determining the number of records to review, auditors should consider: (1) the likelihood of unintentional errors in the certificant maintenance records, (2) the probability of fraud in the certificant maintenance documentation, and (3) the ability of the PMO to accurately assess the validity and completeness of certificant maintenance records.

If an audit reveals that a certificant failed to document 100 creditable PDUs during their three-year maintenance period but in the opinion of the PMO the individual made a good faith effort to fulfill the requirement, then the certified individual may be granted a 90-day waiver to resolve the shortfall. Waivers do not constitute a reset of the certificant's renewal clock, but rather summarily shorten the following maintenance period by 90-days.

Within 90-days following the end of each certificant's three-year maintenance period, the GPC PMO will send a notification to the email address on record with the GPC/PMO to inform the certificant that they have (1) met the maintenance requirements and are recertified or (2) that the PMO was unable to confirm that the individual provided sufficient maintenance documentation for recertification and that their credentials have expired.

APPENDIX H - GPC COMPETENCIES (TOPIC AREAS AND ASSOCIATED WEIGHTS)

GPC assessments measure an applicant's breadth of geospatial intelligence discipline/tradecraft-specific knowledge. Awareness of the essential body of knowledge associated with the work role of a GEOINT professional is essential to leveraging the full spectrum of the practitioner's capabilities. The charts below specify the name of each GPC assessment, the purpose of that exam, the exam competencies, and the percentage of questions (exam weight) associated with each competency.

GEOINT Fundamentals (GPC-F) ••• Ensure that credentialed geospatial intelligence practitioners, along a scale of proficiency within the topical area of GEOINT, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 14 April 2021)	
Processes and Techniques	13%
Collection and Tasking Principles	8%
Customer Requirements and Service	8%
Data Evaluation Principles	9%
Geographic Information	8%
GEOINT Doctrine	8%
Information Dissemination	7%
Intelligence Issues	9%
National System for Geospatial Intelligence (NSG) and Allied System for Geospatial Intelligence (ASG)	6%
Quality Assurance	7%
Research and Information Gathering	7%
Security Classification Control and Disclosure/Release	10%

Aeronautical Analysis (AA-II) ••• Ensure that credentialed Aeronautical Analysis practitioners, along a scale of proficiency within the topical area of GEOINT Aeronautical Analysis, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 7 May 2021)	
Safety of Navigation: Aeronautical Governance and Industry	19%
Customer Requirements: Aeronautical Source	18%
Production: Aeronautical GEOINT Production	21%
Quality Assurance: Aeronautical Quality	13%
Data Processing: Aeronautical Data	15%
Customer Operations: Aeronautical Customer Service and Data/Product Access	14%

Applied Sciences (AS-II) ••• Ensure that credentialed Applied Sciences practitioners, along a scale of proficiency within the topical area of GEOINT Applied Sciences (Bathymetry, Geodetic Earth Science, Geodetic Orbit Science, and Geodetic Surveying), have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 21 Jul 2021)	
Cartographic Analysis	10%
Coordinate System Analysis	10%
Geographic Information Systems (GIS) Based Analysis	12%
Information Security	7%
Mathematics	14%
Statistical Analysis	17%
Tools and Methods	30%

Cartography (CA-II) ••• Ensure that credentialed Cartography practitioners, along a scale of proficiency within the topical area of GEOINT Cartography, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 13 Sep 2018)	
Extraction and Attribution	17%
Production	14%
Safety of Navigation	14%
Tools and Methods	15%
Quality Assurance	16%
Researching	14%
Data/Information Processing	11%

GEOINT Collection (GC-II) ••• Ensure that credentialed GEOINT Collection practitioners, along a scale of proficiency within the topical area of GEOINT Collection, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 5 Jun 2019)	
Collection Operations	19%
Collection Strategies and Development	17%
Customer Operations and Requirements	13%
Collection System Capabilities	18%
Intelligence Topics	9%
Policy and Throughput	8%
Tools and Methods	16%

Geospatial Analysis (GA-II) ••• Ensure that credentialed Geospatial Analysis practitioners, along a scale of proficiency within the topical area of GEOINT Geospatial Analysis, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 14 May 2020)	
Acquire, Assess, Prepare, and Manage Data for Geoprocessing	26%
Leverage Geospatial Information Science and Technology	25%
Apply Critical and Spatial Thinking to Intelligence Problems	24%
Communicate Analytic Findings	25%

Geospatial Data Management (GDM-II) ••• Ensure that credentialed Geospatial Data Management practitioners, along a scale of proficiency within the topical area of GEOINT Geospatial Data Management, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 1 Sep 2020)	
Data/Information Management	24%
Data/Information Processing	20%
Cartographic Principles	20%
Researching	18%
Customer Operations and Requirements	18%

Human Geography (HG-II) ••• Ensure that credentialed Human Geography practitioners, along a scale of proficiency within the topical area of GEOINT Human Geography, have demonstrated knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 25 Feb 2019)	
GEOINT Fundamentals and Human Geography Relevance	27%
Human Geography Concepts	19%
Data Discovery, Conditioning, and Management	26%
Production	28%

Imagery Analysis (IA-II) ••• Ensure that credentialed Imagery Analysis practitioners, along a scale of proficiency, within the topical area of GEOINT Imagery Analysis, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 26 Jan 2022)	
Imagery Collection Management	21%
Collateral and Historical Research	24%
Imagery Interpretation/Imagery Analysis	29%
Production	26%

Imagery Science (IS-II) ••• Ensure that credentialed Imagery Science practitioners, along a scale of proficiency, within the topical area of GEOINT Imagery Science, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 26 Jun 2019)	
Collection System Capabilities	45%
Processing and Exploitation Capabilities	55%

Maritime Analysis (MA-II) ••• Ensure that credentialed Maritime Analysis practitioners, along a scale of proficiency, within the topical area of Maritime Analysis, have demonstrated the knowledge of the facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions. (As of 8 April 2019)	
Maritime Navigation Principles	19%
Maritime Governance & Industry	8%
Maritime Sources	17%
Maritime GEOINT Production	19%
Maritime Quality	14%
Maritime Databases & Information Processing	8%
Maritime Customer Operations & Data/Product Access	15%

APPENDIX I - GPC ELIGIBILITY REQUIREMENTS RATIONALE

The eligibility requirements and associated rationale for each of the GPC certifications are listed below. Candidates must meet all of the eligibility requirements for a specific GEOINT discipline (tradecraft/work role) in order to be awarded the credential for that discipline. All Proficiency Level II (PL-II) certifications include the GPC-F Proficiency Level I (PL-I) credential as an eligibility requirement precluding candidate participation in a PL-II exam prior to being awarded the GPC-F credential.

<p>Fundamentals (GPC-F)</p>	<ul style="list-style-type: none">• Have at least one year's experience working in a Department of Defense (DoD) GEOINT agency or with GEOINT activities in a DoD component --- Experience working in a DoD GEOINT environment provides the context of GEOINT doctrine, sciences, and processes needed in order to possess a baseline of understanding for the practice of geospatial intelligence in the Department of Defense.• Be in good standing as defined by their employing component or agency --- To be considered successful at an entry level, a GEOINT analyst must be able to satisfactorily perform the duties of that job. Good standing, as measure by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and imagery analyst community.• Meet the GPC-F certification assessment's passing score --- Meeting the passing score indicates that a GEOINT analyst possesses the knowledge necessary to operate at the full performance level.
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<p>Aeronautical Analysis (AA-II)</p>	<ul style="list-style-type: none"> • Have three or more total years of GEOINT aeronautical analytic experience --- Experience working as an aeronautical analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform aeronautical analyst functions in the Department of Defense at the full performance level. • Successfully meet tradecraft entrance requirements to satisfy full performance Aeronautical Analysis work role requirements through relevant academic diploma/degree/certificate and/or previous professional experience --- Successful professional experience and/or the completion of formal aeronautical training and educational programs demonstrates an ability to understand and apply the aeronautical concepts necessary to perform aeronautical analyst functions in the Department of Defense at the full performance level. • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD aeronautical analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Meet the GPC AA-II certification assessment's passing score --- Meeting the passing score indicates that an aeronautical analyst has demonstrated their proficiency in the content areas outlined in the essential body of knowledge. • Be in good standing as defined by their employing component or agency --- To be considered full performance, an aeronautical analyst must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and aeronautical analyst community.
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<p>Applied Sciences (AS-II)</p>	<ul style="list-style-type: none"> • Have two or more total years of GEOINT Applied Sciences experience --- Experience working as an Applied Scientist provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Applied Sciences functions in the Department of Defense at the full performance level. • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD applied sciences role, an analyst must possess basic
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<p>Applied Sciences continued</p>	<p>knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam.</p> <ul style="list-style-type: none"> • Be in good standing as defined by their employing component or agency --- To be considered full performance, an Applied Scientist must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and Applied Sciences community. • Meet the AS-II certification assessment's passing score --- Meeting the passing score indicates that an Applied Scientist has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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<p>Cartography (CA-II)</p>	<ul style="list-style-type: none"> • Have three or more total years' experience as a GEOINT analyst or hold a valid GPC PL-II credential --- Experience working as a GEOINT Analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Cartographic Analyst functions in the Department of Defense at the full performance level. • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD cartographic analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Cartographic Analyst must be able to satisfactorily perform the duties of that job. Good standing, as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Cartographic Analyst community. • Meet the CA-II certification assessment's passing score --- Meeting the passing score indicates that a Cartographic Analyst has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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<p>Geospatial Analysis</p> <p>(GA-II)</p>	<ul style="list-style-type: none"> • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Geospatial Analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Analyst community. • Hold a valid GEOINT Professional Certification Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD geospatial analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance Document (available on the GPC website at gpc.nga.ic.gov/resources.php) --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the Geospatial Analyst role required to demonstrate full performance. • Meet the GPC GA-II certification assessment's passing score - Meeting the passing score indicates that a Geospatial Analyst has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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<p>GEOINT Collection</p> <p>(GC-II)</p>	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certifications Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD collection management role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Meet one of the following experience criteria: (1) have two or more years of GEOINT collection experience, or (2) have five or more years of GEOINT experience and successfully complete GEOINT Requirements Research (GCRM2200) and GEOINT Requirements Management (GCRM2202).--- Experience working as a Collection Manager provides the familiarity with the GEOINT doctrine, sciences, and processes
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<p>GEOINT Collection continued</p>	<p>needed to perform Collection Management functions in the Department of Defense at the full performance level.</p> <ul style="list-style-type: none"> • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Collection Manager must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Collection Manager community. • Meet the GPC GC-II certification assessment's passing score --- Meeting the passing score indicates that a Collection Manager has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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<p>Geospatial Data Management (GDM-II)</p>	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD Geospatial Data Management role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Have two or more total years of GEOINT GDM experience or five or more years of GEOINT experience --- Experience working as a Geospatial Data Manager provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Geospatial Data Management functions in the Department of Defense at the full performance level. • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Geospatial Data Manager must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization, is (a) an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Collection Manager community. • Meet the GPC GDM-II certification assessment's passing score --- Meeting the passing score indicates that a Geospatial Data Manager has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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Human Geography (HG-II)	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD Human Geographer role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Have two or more years of HG GEOINT experience OR possess four or more total years of GEOINT Analyst work role experience --- Experience working as a Human Geographer provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Human Geographic functions in the Department of Defense at the full performance level. • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Human Geographer must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization, is (a) an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and the Geospatial Human Geography community. • Meet the GPC-HG II certification assessment's passing score --- Meeting the passing score indicates that a Human Geographer has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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Imagery Analysis (IA-II)	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certification-Fundamentals (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD imagery analysis role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Be in good standing as defined by their employing component or agency --- To be considered full performance, an imagery analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and imagery analyst community.
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<p>Imagery Analysis continued</p>	<ul style="list-style-type: none"> • Successfully complete the tradecraft specific Professional Qualification Standards (PQS) as indicated in the PQS Guidance document --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the imagery analysis role required to demonstrate full performance. • Meet the GPC IA-II certification assessment's passing score --- Meeting the passing score indicates that an imagery analyst has demonstrated their proficiency in the content areas outlined in the essential body of knowledge.
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<p>Imagery Science (IS-II)</p>	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the DoD. In order to perform at the full performance level in a DoD imagery scientist role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Possess three or more total years of Imagery Science work role experience --- Experience working as an Imagery Scientist provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Imagery Science functions in the Department of Defense at the full performance level. • Have successfully completed the work role specific Professional Qualification Standards (PQS) --- Successful completion of the PQS demonstrates a full level of proficiency with the systems and procedures used by the analyst's organization as well as indicating that the analyst has experience with all of the aspects of the Imagery Scientist role required to demonstrate full performance. • Meet the GPC IS-II certification assessment's passing score --- Meeting the passing score indicates that an Imagery Scientist has demonstrated their proficiency in the content areas outlined in the essential body of knowledge. • Be in good standing as defined by their employing component or agency --- To be considered full performance, an Imagery Scientist must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and Imagery Science community.
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<p>Maritime (MA-II)</p>	<ul style="list-style-type: none"> • Hold a valid GEOINT Professional Certification Fundamental (GPC-F) credential --- This credential establishes a baseline of understanding of the practice of geospatial intelligence (GEOINT) in the Department of Defense (DoD). In order to perform at the full performance level in a DoD Maritime Analyst role, an analyst must possess basic knowledge of GEOINT doctrine, disciplines, and processes as assessed by the GPC-F exam. • Have a total of two or more years GEOINT Maritime Analysis experience or a total of five years or more of GEOINT experience --- Experience working as a Maritime Analyst provides the familiarity with the GEOINT doctrine, sciences, and processes needed to perform Maritime Analysis functions in the Department of Defense at the full performance level. • Meet the GPC MA-II certification assessment's passing score --- Meeting the passing score indicates that a Maritime Analyst has demonstrated their proficiency in the content areas outlined in the essential body of knowledge. • Be in good standing as defined by their employing component or agency --- To be considered full performance, a Maritime Analyst must be able to satisfactorily perform the duties of that job. Good standing as measured by the analyst's organization (a) is an objective indication that the analyst demonstrates the ability to fulfill their duties, (b) is documented on annual personnel performance appraisals, and (c) confirms that the conduct of the analyst meets organizational standards and serves the best interests of the public and Maritime Analysis community.
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APPENDIX J - GPC ASSESSMENT SITE LOCATIONS

US Locations			Allied Locations
AL - Huntsville	GA - Fort Benning	NV - NAS Fallon	DEU – Panzer-Kaserne
AZ – Davis-Monthan AFB	GA - Fort Gordon	NY - Fort Drum	DEU - Ramstein AFB
AZ - Fort Huachuca	GA - Fort Stewart	OH - Dayton	DEU - Stuttgart
CA - Beale AFB	GA - Robins AFB	SC - Shaw Air Force Base	DEU - Wiesbaden
CA - Camp Parks	HI - Fort Shafter	TX - Fort Bliss	GBR - RAF Molesworth
CA - MCB Camp Pendleton	HI - Pearl Harbor	TX - Fort Hood	ITA - Vicenza
CA - Riverside	KS - Fort Riley	TX - Fort Sam Houston	JPN - Okinawa
CA - San Diego	KY - Fort Campbell	TX - Fort Worth	JPN – Yokosuka NS
CA - Vandenberg AFB	MD – Suitland	TX - Goodfellow AFB	KOR - Osan
CO - Buckley AFB	MO - Ft Leonard Wood	VA - Charlottesville	KOR - Pyeongtaek
CO - Fort Carson	MO - St. Louis	VA - Dahlgren	KWT - Al Ahmadi
CO - Peterson AFB	MS - Bay St Louis	VA - Langley AFB	QAT – As Sayliya
FL - Eglin AFB	NC - Fort Bragg	VA - Norfolk	
FL – Hurlburt Field AFB	NC - MCB Camp Lejeune	VA - Quantico	
FL - MacDill AFB	NE - Offutt AFB	VA - Springfield	
FL - Miami	NJ - Fort Dix	WA – Fort Lewis	
FL - Orlando	NM - Las Cruces		

APPENDIX K - GLOSSARY

Accreditation: Status awarded to a certification program that has demonstrated compliance with the standards for the accreditation of certification programs set forth by the National Commission for Certifying Agencies (NCCA).

Active: The status of credential which has been awarded by the GPC PMO and is currently valid for use (not expired or revoked).

Active U.S. Government Security Clearance: A clearance issued by the United States of America for which the candidate is presently eligible for access to classified information. An active USG security clearance is required to participate in the GPC program. Candidates with current or expired clearances are not eligible to participate in the GPC program without a reinstatement of an active USG security clearance.

Applicant: An individual who has registered to participate in a GPC assessment.

Candidate: An individual who has met the eligibility qualification for, but has not yet earned, a credential awarded through a certification program.

Certificant: An individual who has met GPC, agency, and component requirements to be certified and has been conferred certification.

Certification: The awarding of a credential acknowledging that an individual has demonstrated a specified level of knowledge or competence.

Competence: The ability to perform a task, function, or role up to a set of prescribed standards.

Conferred: The status of a credential that has been approved by the Under Secretary of Defense for Intelligence and Security (USD(I&S)). This decision authorizes the GPC PMO to award the credential.

Continuing competence: Demonstrating specific levels of knowledge, skills, or ability throughout an individual's professional career. (The ICE Handbook, 3rd Edition, p. 560).

Contracting Organizations: Entities that provide professional services to the Department of Defense as a contracted vendor.

Credential: A formal recognition awarded to an individual who has met predetermined standards and maintains the associated renewal requirements. (*NCCA Standards*, 2021, Standard 1 Commentary)

Cutoff: Breaking or ending files at regular intervals, usually a fiscal or calendar year end, to permit their disposal or transfer.

Cut Score: A specific score on an assessment instrument or instruments at or above which the applicant passes and below which the applicant fails.

Defense GEOINT Manager: D/NGA's role as defined in DoD Directive 5105.60 to conduct all Geospatial-Intelligence (GEOINT) activities delegated under the authorities of the SECDEF and Undersecretary of Defense for Intelligence and Security (USD(I&S)) in accordance with NGA's statutory missions under Titles 10 and 50 United States Code.

Designation: An indication of a credential that an individual holds, which could be a specific title, letters, or acronyms before or after an individual's name. (*NCCA Standards, 2021, Standard 1 Commentary*)

Essential Body of Knowledge (EBK): The specific functional tasks and the knowledge and skills required to perform those functional tasks. It describes the Defense GEOINT community's expectation of what individuals need to know and be able to do to be a high-performing contributor and member of the Defense GEOINT community.

Expired: The status of a credential which has not been maintained through recertification/renewal.

Full Performance: Applicable to both the Technician/Administrative Support and Professional Work Categories, work at this level involves independently performing the full range of nonsupervisory duties appropriate for the designated Work Category. Employees at this level have successfully completed required entry-level training and/or developmental activities, have a full understanding of the technical or specialty field, independently handle situations or assignments with minimal day-to-day instruction or supervision, and receive general guidance and direction on new projects or assignments. Full performance employees exercise independent judgment in selecting and applying appropriate work methods, procedures, techniques, and practices in accomplishing their duties and responsibilities. Actions at this level may have impact beyond the work unit and, as a result, employees at this level typically collaborate with their peers internally and externally.

Functional Management: Maintaining knowledge of the activities and resources that pertain to a function across the IC; developing and implementing strategic guidance, policies, and procedures for activities within the function; setting training and tradecraft standards; advising on resource allocations; evaluating the performance and measuring overall effectiveness of the function; continuously improving the performance of the function; and enhancing coordination and integration within the function and across functions within the ICD 113 and NSGD1100.

GEOINT Functional Manager (GFM) / Defense GEOINT Manager: Refers to D/NGA in his/her role as the Manager of US GEOINT interests as prescribed by EO 12333 and further delegated by the DNI in ICD 113 and SecDef in DoDD 5105.60.

Geospatial Intelligence (GEOINT): According to Title 10, GEOINT is the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict features and geographically referenced activities on the earth. GEOINT consists of imagery, imagery intelligence, and geospatial information (10 USC §467[5]).

Good standing: The status of a candidate or certificant who is regarded by their employing agency or organization as having complied with all explicit obligations, while not being subject to any form of sanction, suspension, or disciplinary censure.

National Commission for Certifying Agencies (NCCA): The organization designated by USD(I&S) to provide third party accreditation of GEOINT Professional Certification (GPC) programs. NCCA has assessed over 300 industry and DoD professional certification programs to ensure they meet recognized standards of development, implementation, and maintenance to safeguard the health, welfare, and safety of the public. All GPC certifications and their assessments are aligned to NCCA standards.

National System for Geospatial Intelligence (NSG): The combination of technology, policies, capabilities, doctrine, activities, people, data, and organizations necessary to produce GEOINT in an integrated multi-intelligence, multi-security domain environment.

Pilot Assessment: The initial test for a certification domain that is conducted on a population of a statistically significant size. Results are reviewed by a testing expert, and the test is modified as necessary to create the final assessment.

Professional Certification: The means to recognize sufficient mastery to warrant autonomous action. (*NGA GEOINT CONOPS 2020*, Autonomy, p. 11)

Professional Development Unit (PDU): The creditable portion of an activity which demonstrates continued competence, logged by the certificant in the CMS to maintain GPC credentials. One PDU is typically associated with one hour of a planned, structured, and measured learning activity. An individual's three-year certification maintenance period commences upon the award or renewal of their GPC Fundamentals (GPC-F) certification. Certificants accrue PDUs throughout this three-year period by successfully completing creditable activities within the four approved professional development categories: Academic Study, Training/Education Activities, Professional Activities, and Professional Experience.

Program Management Office: The administrative program office, established IAW DoDM 3305.10 and comprised of permanent and contractor staff, who support the implementation and maintenance of the GEOINT certification program.

Program Design Document (PDD): Codifies policies and procedures of a certification program. It provides stakeholders visibility into the strategic, operational, and technical elements of a certification program. It includes documentation requirements for accreditation and maintenance of the certification program.

Psychometrics: The field of study concerned with the theory and technique of educational and psychological measurement, which includes the measurement of knowledge, abilities, attitudes, and personality traits. The field is primarily concerned with the study of measurement instruments such as questionnaires and tests.

Recertification/Renewal: Requirements and procedures established as part of the GPC program that certificants must meet to maintain competence and renew their certification. In order to maintain an active certification, a GPC certified individual must earn 100 or more Professional Development Units within their three-year certification maintenance period and remain in good standing as defined by their employing component or agency. Refer to the *Credential Maintenance* section above and The ICE Handbook, 3rd Edition, p. 560.

Revoked: The status of a credential which has been cancelled or removed by the Governance Council prior to the projected expiration date.

USG: United States Government

